

# Public Safety Facility Building Committee



## MEETING MINUTES

DATE: 8/19/2021

PLACE: Remote meeting via Zoom

MEMBERS PRESENT: Garrity, Healey, Smallwood, MacAloney, Lauter, Touchette, Jones, Murphy

GUESTS: Sean Schmigle and Keith Mercy, Kaestle Boos Associates (KBA)  
Mary Mahoney and Duclinh Hoang, Hill International (Hill)

The Chair called the duly noticed meeting to order at 7:00 pm.

Regular Members Robert Garrity, Chair, Paul Healey, Vice Chair, Donna Smallwood, Bruce MacAloney, Talbert Lauter and Andy Touchette were in attendance. Non-voting members Police Chief David Jones and Fire Chief Steve Murphy were in attendance. Town consultants, Sean Schmigle and Keith Mercy from Kaestle Boos Associates, and Mary Mahoney and Duclinh Hoang from Hill International were also in attendance.

The Chair noted, for the record, that the proceedings were being recorded and asked that others who may wish to record the meeting announce this in order to inform others in attendance of the meeting.

### **Approval of minutes**

Talbert Lauter made a motion to approve the July 29, 2021 meeting minutes. Donna Smallwood seconded. Motion carried unanimously with Andy Touchette abstaining.

### **Updates on Design**

Mary Mahoney, Project Manager for Hill International, reported to the committee on design progress meetings during the past month including two meetings with Fire Department and a meeting with Police Department. During the design meetings, KBA presented floor plan adjustments to improve circulation and building efficiency. During Fire Department meetings, KBA presented options for location and layout of the fire apparatus bays to avoid vehicle stacking and provide adjacencies for support spaces including decon, laundry and turnout gear rooms. During the Police Department meeting, KBA continued develop options for space layouts to provide best adjacencies and space circulation for the detention area, sally port, gear storage space and the evidence rooms. There was continued discussion on sizing of administration meeting spaces and public policing meetings in the EOC room. KBA is also review opportunities and room requirements to host FBI training sessions in the EOC room.

Sean Schmigle, KBA, presented updates to the floor plans and discussed space adjustments. Mr. Schmigle reviewed first floor adjustments to office spaces, first aid/ triage at the Public Lobby and detention area layout noting the total cell count is still thirteen cells. The design team is still working on sizing the Training and EOC rooms to support training for Hingham and Federal Agencies. The K-9 Kennel is located adjacent to the Sally

Port. Mechanical/sprinkler spaces were adjusted to the Rt 3A side of the building since it is a below grade space.

Paul Healey asked about the size of the elevator and expressed concern with moving materials and equipment throughout the building. KBA reported that the elevator will be sized to accommodate a stretcher. Ms. Mahoney added the elevator is a two side opening unit with controlled access from the public side and secure side of the building.

Mr. Schmigle reviewed the second floor layout. The apparatus garage, used for storing ambulance 2 and the boat, was moved from over the sally port to adjacent to the main apparatus bays. Based on this adjustment all five apparatus bays will face Route 3A. The adjustment was made to improve response time, avoid impact to traffic in the parking structure, and avoid stacking of vehicles. Turnout Gear, Laundry and Decon rooms were relocated to provide direct adjacency and access from the apparatus bays. Storage for water rescue, EMS and firematic was located adjacent to the apparatus garage. Based on input receive from the Fire Department, KBA is looking to reduce the size of the Fire Department conference room and corridors by vestibule and Fire Admin Suite.

Robert Garrity noted that the current design includes five separate apparatus bays with five garage doors facing Rt. 3A and asked how many bays the North Station has. Mr. Schmigle reported that number of bays did not change since the last committee meeting. Chief Murphy reported that the North Station has four garage doors and that the apparatus back into the bays. The current design would allow for the Fire Department to keep an ambulance, a reserve ambulance and two engines at each station. The design will also allow for boat storage.

Mr. Schmigle reviewed the third floor layout, including bunk rooms, living room and day room with access to an outdoor cooking area. The mezzanine area will include caged storage rooms and area for the fire department training. Police department administration area was reviewed with KBA noting that the archive space would allow for future growth of the department. KBA is continuing to review access, circulation and location and needs of toilet rooms designated for each department. Mr. Schmigle added the parking structure will be designed to accommodate oversize vehicles like an ambulance, engine, and police boat and trailer and that based on local codes the parking structure will include a dry sprinkler system.

Mr. Schmigle presented a site plan and building massing drawings and noted that the overall building footprint has changed. The fire apparatus exterior apron width increased based on the adjacency of five fire apparatus bays. A couple parking spaces were added to the east of the apron to avoid blocking in fire apparatus. There will be handicap parking spaces provided by the main entrance and at detainee release area. Keith Mercy, KBA, presented massing plans for the building noting potential of roof mount photovoltaic array and adjustment to a single height space for Training/ EOC room. The design team is reviewing entrance/egress by the Training/EOC room and signage for the building.

Fire Chief Murphy and Police Chief Jones both reported being very happy with the design progress and feels the design will meet their needs.

General discussion ensued regarding schedule and next goals for the design team. KBA noted the Schematic Design documents will continue to progress to a level where they are more define to receive construction cost estimates by mid-September 2021.

## **Budget Report**

Ms. Mahoney reported there were two invoices submitted for the month of July 2021. Hill International Invoice #3 for the amount of \$2,510.00 and KBA invoice #6 for the amount of \$123,410.50. KBA's invoice represents 33% of its schematic design fee. Both invoices are tracking to schedule and budget. The invoices are for work performed and progress to meet the milestone deadlines such as coordinating and drafting design minutes, floor plan updates from KBA and system narratives.

Talbert Lauter made a motion to approve Hill Invoice #3 in the amount of \$2,510.00 and KBA invoice #6 in the amount of \$124,410 for services in July 2021. Motion was seconded by Andy Touchette. Motion carried unanimously.

**Next meeting**

Thursday, September 2, 2021 at 7 P.M.

Paul Healey motioned to adjourn the meeting, seconded Bruce MacAloney.

The motion passed unanimously

The meeting adjourned at 8:12 pm.